

Computers in Business

Standard 8

Students will reinforce
keyboarding skills.

Keyboarding Activities
Standard 0000-08
Objective 0801

Overview:

Students will use correct keyboarding technique to improve speed and accuracy.

Activities:

- Technique check at the beginning of the course to evaluate the each student's technique
- Technique check throughout the course to reevaluate each student's technique
- Daily warm-ups to help students improve their speed and accuracy
- 3-Minute timings periodically throughout the course to allow students to improve their speed and accuracy